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4-H Agricultural Leaders Guide

South Dakota State University Cooperative Extension

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4-H Agricultural Leaders Guide

Published by AGRICULTURAL EXTENSION SERVICE

SOUTH DAKOTA STATE COLLEGE



TO MAKE
THE BEST
BETTER

Understanding Boys and Girls

One of the most important things in working with people—young people or adults—is willingness to accept a person as he is and attempt to understand him.

There are two strong influences that tend to make people what they are: Heredity, or the characteristics they are born with, and environment, or the world in which they live. The influence of the world begins before birth and continues throughout life. Experiences leave their greatest impression on the young, but every experience, no matter at what age it comes, has some influence on a person's development. With these continuous influences, a person develops what is known as his personality. The more numerous the experiences and the more satisfying they are, the richer the personality.

Uncertainties of adolescence. 4-H Club leaders begin to work with boys and girls only after these young people have become very definite personalities. Many of them are at about the beginning of adolescence, when very rapid physical development is just beginning. Different parts of the body grow at different rates, often making it hard for an adolescent to control his movements effectively. He may not be accustomed to his extra inches of height. These things may bother not only boys but girls, who may be troubled also by certain new body curves. Becoming very conscious of his "new self," a boy, or a girl, may become shy and easily embarrassed. This results in what is called the "awkward" age.

Each boy or girl grows at a different rate and reaches adolescence at a different time. Girls usually begin adolescence and become sexually mature one or two years earlier than boys. At the ages of 12, 13, and 14 the average girl is likely to be taller and heavier than the average boy of the same age and more developed physically, mentally, and socially. Adolescent boys and girls often wonder if they are normal, especially if they are taller or shorter or look different from other boys and girls of the same age.



They need to be assured that they are normal.

Our job is to accept the adolescent as he is, with all his weaknesses, his carelessness, his uncertainties, his differences and his problems, and help him see the good qualities which he possesses.

Three fundamental needs. Every person has three fundamental needs that must be met if he is to become an adjusted personality capable and willing to accept his role in society. These three great needs are:

1. Emotional security—to know that he is loved and accepted by his family and his associates.

2. To feel that he is a successful and worthy person.

3. To have new and challenging experiences to face and to solve.

4-H Club activities can provide a sizable portion of these needs.

Helping boys and girls develop emotional security. A 4-H leader must realize how important it is to the adolescent to be recog-

nized and accepted by his own age-group and by older people. Some boys and girls have to be helped and encouraged in gaining friendships; others need help in recognizing their responsibility to those who are shy, to the newcomer, and the individual who is a "misfit."

A great amount of tact and perseverance is needed by a 4-H club leader to work out solutions for these problems. One of the best answers is to prevent cliques from forming. If cliques cannot be prevented we have to do our best to correct the situation. It does not do to try to force an outsider, or new member, on a cliquish group, but it may help if we can get the members of the group to think "we" instead of "me" and "mine." Often a quiet talk with the leaders of a clique concerning the feelings and happiness of the whole club will help. However, as examples carry more weight than words, the most important thing is for the club leader himself, or herself, to be tolerant, kindly, understanding, and friendly

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toward every boy and girl in the club. All club members should have good reason to feel that they have a true friend in their leader. There is no more effective way to keep down the numbers of juvenile delinquents than to help boys and girls find themselves and become accepted and important members of a socially desirable group.

Just as being a member of the group is important, so is escape from parents' domination. Often a child's own family does not understand the difficulties that confront the child in his growing-up process. Such misunderstanding may mount until it becomes a barrier between the child and his parents. The young person is fortunate who has understanding parents.

Boys and girls like to think for themselves, to take on responsibilities, and to make decisions of their own. A 4-H leader is often in a position to help parents understand their child's need for independence and help the child understand the parent's side of the problem. The leader's ability to understand, to be tolerant, to be patient, and to be fair in all dealings gives club members and their parents confidence in 4-H leadership.

Helping members feel successful and worthy. Boys and girls like to feel important and be thought well of. They need to realize success in something, to gain recognition and self-assurance in order to develop their personality. These needs can be satisfied largely through some form of recognition that will show others that they are important—maybe a friendship, holding a

club office, having some publicity, earning a pin or certificate, or just a word of approval or praise from other members or from the leader will help fulfill this important need.

Since each boy and girl is different—some doing some things more easily and better than others—a leader should give each club member a chance to be successful: assign one a task he can work out and then give him some form of recognition for doing it. When he has been successful in one thing, he will be ready for a bigger job next time.

Of course, not every endeavor in life can be successful. Boys and girls therefore need experience in learning how to meet failure as well as success. Help them realize the importance of certain behaviors and attitudes, namely:

That it takes both success and failure to make us grow.

That how we play the game is more important than whether we lose or win.

That a sense of fair play—justice and faith in one's self and others—is more important than merely winning.

That it takes considerable self-discipline to be both a good winner and a good loser.

Providing new and challenging experiences. People of all ages need new experiences. The 4-H Club leader has both an opportunity and a responsibility to see that every club member has a project which is challenging to him. For some boys, it is a great thrill to try out a man-size job, and for some girls, to meet a woman's responsibility.

The adolescent who has won success in any task is interested in trying new things. New and helpful experiences can be gained on tours, hikes, achievement programs, trips, and camps. As a young person advances from the activities of the local club to the local community and then takes part in county, state, and finally national activities, his experiences widen and thus help to prepare him for the larger problems of adult life.

The thrill of learning a new skill is an experience that can be gained only by watching something develop by one's own efforts. Boys and girls want to work on something they can not only see and handle but that they can do all by themselves. This feeling of independence becomes more important as they grow older. The adult, either parent or leader, who feeds a club member's calf or finishes a project garment is robbing the boy or girl of one of the finest experiences he or she can have.

If you will recall how you felt when you were the age of these young people and

consider their feelings in the light of your own, you can accomplish much in understanding them, their problems, and their personality needs.

Of course a 4-H Club leader should possess the wisdom and skill needed to help club members choose projects that besides being challenging are yet within their ability. Too often 4-H members fail to complete projects because they become discouraged when they have chosen one that is either too simple or too difficult.

Character building is our goal. We tend to measure a person's character by whether he shows certain qualities, such as honesty, a sense of responsibility, moral courage, loyalty, friendliness, and so on.

As 4-H Club leaders we should help the boys and girls be honest with themselves and others; assume increasing responsibilities for their own behavior, for fulfilling their obligations to others, and for standing for the right on moral questions; to grow in trustworthiness and loyalty toward their family, friends, community, and society; and to become increasingly concerned over the welfare and happiness of other people.

We can help these young people in this growing-up process by providing them with natural, wholesome club experiences, with a program so varied that every member can find what will best fit his or her own personal needs and abilities.

"Understanding Boys and Girls" was prepared by Marguerite Briggs, Assistant Professor of Child Development and Parent Education at the University of Illinois.

4-H Pledge

"I PLEDGE

My head to clearer thinking
My heart to greater loyalty
My hands to larger service
My health to better living for
My club, My Community, and My Country."

NOTE: In repeating the pledge, stand at attention, raise right hand to side of head when speaking line one; lower right hand over heart when speaking line two; extend hands, palms upward, when speaking line three; and stand at attention when speaking line four.

The 4-H Emblem

The official 4-H Club emblem is a four-leaf clover with an "H" in each leaf, symbolizing the development of head, heart, hand and health.

Pledge To The Flag

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands; one nation indivisible, with Liberty and Justice for all.

The Colors

Official 4-H colors are green and white.

The Motto

"To make the Best Better."

4-H Club Uniform

For boys—white duck trousers and white broadcloth shirt, green four-in-hand tie, black shoes; the green and white 4-H chevron to be worn on the left pocket of the shirt.

Who's Responsible For What In 4-H

The Local Leader

1. Assists in organizing a club.
2. Helps club members decide on a project.
3. Helps officers and members plan a program for meetings.
4. Assists club secretary to prepare enrollment blank and program for the County Extension Office.
5. Passes on to club members information, bulletins, and record books received from county office.
6. Attends club meetings.
7. Approves secretary's report to county office after each meeting.
8. Attends county and state leader-training meetings.
9. Gets acquainted with parents and members.
10. Trains members in demonstrating and judging.
11. Makes a report on the club's achievements to the county office at the end of the year.
12. Encourages club members to participate in 4-H Club activities outside their local club.

The Assistant Leader

All clubs should have assistant leaders who help the leader in assuming the above responsibilities.

The Junior Leader

1. Helps the leader.
2. Helps the members.
3. Has definite duties such as directing recreation, training demonstration teams, helping with records, publicity, etc.
4. May assume responsibilities of the leader.

The Club Member

1. Enrolls with parent's approval.
2. Chooses a project and carries it out.
3. Keeps a record of his 4-H work.
4. Helps plan and carry out the club program.
5. Attends club meetings.
6. Learns how to demonstrate.
7. Learns how to judge.
8. Makes an exhibit.
9. Serves on a committee.
10. Helps the leader and other members.
11. Attends county and state events.

The Parent

1. Understands what is required of the member.
2. Consents to his membership in the club and his choice of projects.
3. Cooperates with the local leader.
4. Has club meetings in the home.
5. Arranges transportation.
6. Sees that club member has material needed for project.
7. Encourages completion of a project.
8. Helps members with records and final report.
9. Sets an example of good sportsmanship.

County Extension Agent

The county program is under the direction and supervision of the county agents. They will:

1. Help in analyzing the youth situation in a community to determine if there is a need for 4-H Club work.
2. Offer suggestions for organizing 4-H Club work in a community.
3. Assist in planning and conducting community meetings which are conducive to organizing or promoting club work.
4. Help in obtaining local leaders.
5. Assist in the organization of 4-H Clubs.
6. Provide the necessary instructions and record forms for conducting 4-H Club work.
7. Help train local leaders through home visits and local-leader training meetings.
8. Offer suggestions which will help in the planning of special 4-H Club events.
9. Help local leaders solve difficult club problems.
10. Attend one or two club meetings each year.

State Club Leaders and State Extension Staff

The state program is under the direction and supervision of the state club leaders and extension specialists.

1. The state club leaders and specialists prepare organization and subject matter

bulletins and leaflets.

2. They may help with county leader training meetings.
3. They occasionally visit local club meetings.
4. They often participate in county 4-H events.
5. They plan and direct state-wide 4-H Club activities.

4-H Events Usually Held Each Year

Leader Training meetings held to plan county program of events and to discuss subject matter material.

Rally Day—In March or April (A get-acquainted party).

Rural Life Sunday—The fifth Sunday after Easter. Gives each club an opportunity to stress the Heart "H," with special emphasis on spiritual character.

Club Camp—All camps are held in June. Purpose is to teach worthwhile information on projects and activities and to enjoy fellowship of other 4-H members in nature's environment.

Picnics—Are held on either a county wide or local club basis.

Tours—Are held on either a county wide or local club basis.

The 4-H Club Leader's Creed

My aim as a leader is to serve others.

I declare my loyalty to democratic ideals:

My respect for the dignity of labor,

My love for the open country,

My faith in its institutions,

My purpose to make farming financially sound, and the rural home secure.

I stand for, and will encourage these ideals:

To be honorable,

To be trustworthy,

To be skilled,

To be companionable,

To be faithful to home, to community and to country.

In performing my tasks, I will be tolerant and fair to all.

My decisions I will make without purpose to benefit myself.

Aware that I set an example to others, I will make that example appropriate to Christian living, to good citizenship and to 4-H ideals.

I know that power in democratic leadership is not power over those whom we serve, but power with them in truly co-operative action.

I know that the test of a true leader is his readiness to assist others to lead.

I shall measure the success of my leadership in the growth, and the achievements, and the happiness of those I serve.—W. R. GORDON

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Judging Schools—These may be in livestock, dairy, crops, poultry or meats. These schools are popular with all members and their parents.

Conservation Camp—State wide and held each summer. Delegates from each county are selected to attend.

State Club Week—A state wide event held at the State College. Delegates are rated per county, based on enrollment. Age limit at least 14 by January 1 of year they attend.

Achievement Days—Held in August, has been called “the show window of 4-H.” It is the time when all 4-H exhibits are brought in, judged, and the county exhibits for the State Fair are selected.

State Fair—Usually held the first week in September.

Leaders’ Camp—Usually held in September. It affords leaders an opportunity to meet together for three days to discuss mutual problems, listen to outstanding authorities on 4-H, become better acquainted and in general, have a good time.

Recognition Events—This event is the climax of the year’s program. It is the official ending of one year’s work. Usually held in October, recognition events pay tribute to leaders and members.

Steps in Enrolling

New members should fill out membership application cards.

The enrollment blank (found in secretary’s book or at County Agent’s office) is filled out complete with projects and sent to County Agents’ Office as soon as club is organized.

A club or member is not officially recorded in the county or state membership roll until the enrollment blank has been received by the County Agent. The enrollment blank is also used by the agent as a guide for sending you and your members their literature and other club supplies needed to carry out their 4-H club work.

Organization

A standard agricultural 4-H club consists of five or more boys or, and, girls between the ages of 10 years by May 31, and not over 21 on January 1 of year enrolled.

The organization of a new club is usually conducted by the County Extension Agent. Old clubs re-organize as part of the regular meeting.

Election of Officers

Local clubs are operated according to parliamentary procedure under the direction of officers of their own choosing. The club usually has five officers: President, Vice-president, Secretary, Treasurer and Reporter. Officers are elected at the September meeting and installed at the October meeting. Most club groups follow the policy of passing the offices around and do not re-elect a member to the same office.

Methods of Election

If a nominating committee is used, it should select a list of candidates to be presented at the meeting. Additional nominations may be made from the floor.

When using a written ballot, list the candidates and have members vote for five. The one receiving the most votes is President; second highest is Vice-president; third, Secretary; fourth, Treasurer; and fifth, Reporter. When two candidates are listed for each office, the two stronger members would likely be nominated for President and the club would not have the services of one of the best members as an officer.

If nominations are made in the meeting, at least two members should be nominated for an office. Have nominations made and complete the election of each office separately. The unsuccessful candidate may then be nominated for another office.

Voting

Voting should be by secret ballot. A quick way is the “Indian Method.” The president takes nominations and then asks you, as leader, to conduct the voting. All members close their eyes and vote by show of hands. When the voting is completed, the members may open their eyes and you announce results.

All old officers, including president, vote for new officers.

Election of Leaders

Leader and assistant leader should be elected following the election of officers. You should leave the room and allow the members free discussion. One of the parents could be asked to sit in while you are out of the room. If you cannot accept reelection, the members should be so informed and you should remain in the room during election to advise with them in the selection of your successor.

4-H Leaders’ Administrative Calendar

Date	Reports Due in County Extension Office	How to Submit
January	International Farm Youth Exchange	Secure Form from County office
Jan. 31	Baby Beef enrollments due	Enrollment blank
Feb. 28	County 4-H Radio Writing and Speaking Contest	Typed copy of speech (double spaced)
Mar. 15	National 4-H Camp nominations due (Submit nominations to county office)	Standard 4-H Club Report
Mar. 15	Camp Minnewanka nominations due (Submit nominations to county office)	4-H Achievement Record book Form provided
Apr. 15	College scholarship application due	4-H scholarship application form. Individual 4-H club report. Transcript of credits. Pictures.
May 31	All 4-H Club enrollments due in State Office	Enrollment blanks
June 30	Latest date for cancellation of 4-H members	Cancellation blanks
July	4-H Conservation Camp nominations due (Submit records to county office)	Use conservation activity form
August	Prepare project exhibits for Achievement day	
September	State 4-H Leaders’ Camp	
Sept. 20	National and State contest winners due	(4-H Story and two pictures, glossy.) Standard 4-H report. Achievement Record Book.
September	Leaders’ Annual Report	Form in Secretary’s Book
October	Reorganize for new club year	Enrollment blank
November	Plan club program for the year	Program of work blank

Choose Your 4-H Project Wisely

Selecting the Project

The over-all purpose of 4-H club work is the development of the boy or girl into a more useful world citizen. The members project will play a vital part in this development.

Questions to be considered in selecting the project are:

1. What are the members' interests?
2. Has the club member the experience and ability for that project?
3. Will it improve his experience and skill as he grows older, or is he just repeating over again what he did last year?
4. Does he have shelter, yard and pasture facilities, or can they be arranged at small expense?
5. Will disease control be a problem?
6. Does he have, or can he get the necessary feed?
7. What will it cost to buy the animals or feed for the project?
8. Are suitable purebred sires available for purebred projects?
9. What is the attitude of the parent toward the project?
10. Will it be profitable financially?

All members are required to have a project. First year members should select one phase of a project and plan to enlarge it from year to year. A list of 4-H agricultural project requirements in South Dakota is as follows:

Beef

Baby Beef Phase—On feed before December 31. Closing date of enrollments January 31 of current year. 1st year—one or more feeder calves. 2nd year and above—increase size of the project each year.

Heifer Phase—1st year—one or more high grade or purebred beef heifers. 2nd year and above—continue to increase size of herd.

Bull Phase—All bulls must be the property of the club member and must have been dropped by dam also owned by the member. They must be purebred.

Dairy

Heifer Phase—Heifer calf any age.

Cow Phase—Cow in production, any age. 1st year—one or more high grade or purebred dairy heifers or cows. 2nd year and above—continue to increase size of herd. Begin marketing dairy products, keeping records of cost and production, and pedigree record books.

Bull Phase—All bulls must be the property of the club member and must have been dropped by dam also owned by the member. They must be purebred.

Sheep

Purebred Ewe Phase—Only high quality ewes and ram lambs should be used or sold as breeding stock. Exhibit in breeding classes at Achievement Day.

Fat Lamb Phase—Raise or secure one or more lambs to be fattened. Exhibit as individuals or pens or both at 4-H Achievement or Market Days. They may be from purebred, grade or crossbred lambs.

Lamb Feeding Phase—Lambs to be weighed and branded by county Extension agent. 1st year—Secure 15 feeder lambs to be fed approximately 100 days and marketed. 2nd year—Increase size of project, feeding a multiple of 15, e.g., 15, 30, 45, 60.

Swine

Purebred Sow and Litter Phase—Retain only high quality males and females from the litter to be used or sold as breeding stock. Market individuals not desirable for use as breeding stock.

Purebred Gilt Phase—1st year—secure a purebred gilt at weaning time, care for and develop into a desirable brood sow. 2nd year and above—enter into sow litter phase of the swine project.

Fat Barrow Phase—Secure or raise one or more barrows to be fattened. Exhibit as individuals or pens or both at 4-H Achievement or Market Days. They may be from purebred, grade or crossbred sows.

Poultry

Chicken Phase—1st year: 100 baby chicks or more.

Turkey Phase—25 poults or more.

Geese Phase—25 goslings or more.

Duck Phase—25 ducklings or more. 2nd year and above—continue to increase the size of the flock.

Assist with or take over the management and improvement of the farm poultry flock. Begin marketing or poultry products, keeping records of cost and production, improve poultry houses and equipment.

Horse

Saddle Horse Phase—Purchase and care for one or more colts or horses, any age, of any of the saddle horse breeds. Keep a complete record of costs and receipts.

Crops

First year—Grow one or more acres of an adapted variety of any of the following: Corn (open-pollinated or hybrid), barley, wheat, oats, flax, grain or forage sorghum; alfalfa, sweet clover, grasses or pasture mixtures. Potatoes—at least one-eighth of an acre. (Members in livestock projects are urged to grow a crop to produce feed supply for their project). 2nd year and above—increase the size of previous projects, using pure certified seed, develop practice of germination test, selection of pure seed, seed treatment, crop rotations, and field management. Keep accurate records on cost and production.



A project wisely chosen is one well begun. Choose a project that suits you and fits your equipment. Make your plans with Mother and Dad.

Garden

Vegetable Garden Phase—1st year—Size of garden: determined on basis of number in family and requirements for family food supply. Include variety of vegetables. Plant recommended varieties. 2nd year and above—Size of garden: Same as first year. Give attention to garden crop rotation, fertilizing and irrigation, fall preparation, and adding a fruit garden.

Handicraft

Wood, Leather, Horn and Bone, Remake and Repair, Rope, and Metal Phases—1st year—Any of these phases may be selected with the requirement that three articles be completed in that phase. A second-year member should complete five articles in the phase chosen.

Range Management

(For Range Area)

1st year—Select at least one from each of the following two groups.

Group I (a) Own and care for beef cow or heifer; (b) Own and care for two ewes and raise lambs, and keep record of same; (c) Purchase one or more heifers or steer calves, care for, raise, and keep records of same; (d) Feed out one or more steer feeder calves on deferred plan of feeding.

Group II (a) Collect, mount, and identify 10 or more specimens of native grasses; (b) Collect, mount and identify 10 or more specimens of weeds. 2nd year and above—Enlarge project and take a new phase each year, with emphasis on establishment of a breeding herd.

Example: Group Ia and Group IIb

would mean you are going to own and care for a beef cow or heifer and raise the calf, and also collect weeds.

Tractor Maintenance

I—Elementary Shop Phase—Make three items and exhibit or put on a demonstration at achievement day each year.

II—Tractor Maintenance—Keep record of tractor operation, complete maintenance kit work sheets, and give one demonstration or more, each year.

III—Farm Mechanics Phase—Choice of two each year: (a) Serve as junior leader in tractor maintenance and report work done, (b) Record operation of farm machinery, repair equipment and keep operation records, (c) Advanced Farm Shop—keep record and report work done, (d) Build labor saving equipment and keep cost record.

Preparing the Yearly Program of Work

The program when completed will be your guide for the year. It should be filled out at the second or third meeting at the beginning of the club year. Sometimes a special committee is appointed for this task. Definite subjects, activities and responsibilities are assigned to club members for each meeting.

The vice-president of the club may be given the job of checking with those having parts in the program before each meeting to see that they have their assignment ready.

In your program be sure to tell **when** and **where** the meeting will be held, **who** will give demonstrations or talks, **who** will lead singing, and **who** will be in charge of recreation.

Persons in your community should be asked to assist in discussion topics on which they are especially qualified. For instance, a Soil Conservation Service Technician might be asked to discuss the topic "Providing All Season Pasture;" a good livestock man could assist with the discussion of "Good Purebred Sires Pay," or a clothing merchant on "Selection and Care of Clothing."

An effort should be made to have all club members participate in the program sometime during the year.

Each member should have a copy of the program for his record book. A copy is also sent to the county extension office.

Topic discussions and demonstrations carried out through the year will depend in some degree on the projects carried. The following suggestions are listed to give you a general idea of what might be included in your program of work.

October—November

Complete record books and re-organize club for the new year.

How about a Hallo'ween party?
Value of keeping records
Wintering livestock
What 4-H offers me
Mixing a balanced feed ration
Making an electric pig brooder
Making a seed treater
Distribute new record book inserts
Pruning trees
Control of rodents
The cattle louse and its control
Farm building ventilation
Care and use of the farm sprayer
Installation of new officers
Plan the year's program
How to respect and display our flag
Winterizing farm machinery
Community Cooperation planning
Get that singing started

December—January

Farm bookkeeping
Handicraft projects
A good tank heater
Build a bird feeder
Check your baby beef enrollments
A Christmas party (parent's night)
Discuss and fill out health record chart in record book

Seed testing
Reconditioning and repair of farm machinery

Tractor clinic
Livestock diseases
Radio speaking contest
Invite in a neighboring club, also that new boy or girl

February—March

The pig and chicken brooder
Order needed seeds
Farm safety
The cattle grub and its control
Seed treating demonstration
Plans for a county rally day

Garden varieties
Give "Mom" a valentine
Feeds and feeding
Check our electrical wiring
Constructing a hot bed
Invite the parents to attend your meeting
Why not invite some businessmen from town?

Bring those records up-to-date
Have you seen your dentist this year?

April—May

Are the pigs vaccinated?
Docking of early lambs
Enrollments close May 31st
Weeds and their control
Let's make a weed or grass book
A good time to plan that tour
Cutting hay in time pays.
Planning to attend 4-H Camp?
Internal parasites
A good pasture
Pick out that demonstration for Achievement day
The early garden
Perennial flowers
Clean-up day
Fishing season about here

June—July

State Club Week at your State College
The supplemental pasture
The "late" garden
Selecting the feeder calf
Cancel inactive members
Does summer fallowing pay?
Fly control
The corn crib
Shade for poultry and livestock
Controlling pasture weeds
Achievement day plans
Bring those records up-to-date
How about a picnic?
Farm machinery safety
Beware of the "gentle bull"



CLUB PROGRAM FOR THE YEAR



(To be planned at the beginning of the club year)

Name of Club Cloverdale 4-H Club Leader J. D. Smith Address Webster, S. D.
Send a copy of this program to the county extension office.

Date, Time and Place of Meeting Host or Hostess Roll Call Topic	PROJECT WORK: Demonstrations, Talks, Discussions, and Judging	MAJOR ACTIVITIES: Music, Recreation, and Health Improvement	OTHER ACTIVITIES: Grooming, Courtesy, Conservation and Home Beautification, Safety, Rural Electrification and Community Service
First Meeting Date: <u>Oct. 10</u> Time: <u>8:00 p.m.</u> Place: <u>J. D. Smith</u> Host or Hostess: <u>John Smith</u> Roll Call Topic: <u>A Speed of Dogs.</u>	<u>Organization meeting</u> <u>Make first record book</u> <u>entries.</u> <u>Talk - Selection of brood</u> <u>sow - James Brooks</u> Work to do before next meeting: <u>Decide on project work.</u>	<u>Music - Dave</u> <u>Jones.</u> <u>Recreation - Paul</u> <u>Johnson</u> <u>Health Talk on</u> <u>Swine - Oscar</u> <u>Brown.</u>	<u>John to explain</u> <u>community ser-</u> <u>vice possibilities</u> <u>to group.</u>
Second Meeting Date: <u>Nov. 12</u> Time: <u>8:00 p.m.</u> Place: <u>Oscar Brown</u> Host or Hostess: <u>Oscar Brown</u> Roll Call Topic: <u>A good hog</u> <u>Breeder in S.D.</u>	<u>Set club goals for the</u> <u>year. Check record books.</u> <u>Mem. - Making a hog</u> <u>trough - Albert Jones.</u> <u>Talk - Feeding and care</u> <u>of brood sow - Jack</u> <u>Simmons</u> Work to do before next meeting: <u>Make a hog trough.</u>	<u>Music - Oscar</u> <u>Brown.</u> <u>Recreation - John</u> <u>Smith.</u> <u>Health Talk -</u> <u>Care of Eyes</u> <u>- Paul Johnson</u>	<u>Select community</u> <u>service activity.</u> <u>Discuss activities</u> <u>Members to choose</u> <u>their activities for</u> <u>talk or demonstra-</u> <u>tion.</u>
Third Meeting Date: <u>Dec. 11</u> Time: <u>8:00 p.m.</u> Place: <u>Albert Jones</u> Host or Hostess: <u>Albert Jones</u> Roll Call Topic: <u>The</u> <u>feeds I give</u> <u>my hogs.</u>	<u>Check record book entries</u> <u>Mem. - How to make a feed</u> <u>scoop - Ted Jones.</u> <u>Talk - The McLean system</u> <u>of raising hogs.</u> <u>Judge a class of brood</u> <u>sows.</u> Work to do before next meeting: <u>Make a feed</u> <u>scoop at home. Committee</u> <u>to get farmers cooperation</u> <u>in community service activity.</u>	<u>Music - John</u> <u>Richards</u> <u>Recreation - Ted</u> <u>Simms.</u> <u>Health Talk -</u> <u>Proper Food Habits</u> <u>- Donald Briggs</u>	<u>Demonstration -</u> <u>Artificial Res-</u> <u>piration - Dave</u> <u>Jones.</u>

An electric fence
Shall we stack it or bale it?
Judging and livestock fitting schools
Fire guards

August-September

State Fair plans
Controlling pasture weeds
A little paint does wonders
Any repair jobs around?
The leaders annual report
Plan recognition event for October or

November

Livestock loss prevention
Still time for another tour

General 4-H Regulations

Age Limits—Must be 10 years of age by May 31 and not over 21 on January 1 of year enrolled.

State Fair—Any member who has an exhibit selected by the official judge, to represent the county at the State Fair, may send it. However, members attending as exhibitors must be 12 years of age by September 1. Exhibitors of poultry, garden, crops, handicraft, and home economics cannot be accommodated at the Fair unless they are par-

ticipating in some other contest.

State Fair Contests—Club members participating in judging contests, and dress revue must be 14 on January 1 of the year they represent the county at the Fair and in their third year of club work.

Demonstrators must be 12 years of age on September 1 of the current year and may be in their first year of club work. No member may demonstrate at the State Fair two consecutive years.

Detailed rules and regulations of each State Fair will be found in the 4-H State Fair Premium book published each year.

National Club Congress—members must be 14 on January 1, preceeding the Club Congress and in their third year of club work.

Radio Writing and Speaking Contest—must be in position to use scholarship within 1½ years after winning award, and must not be enrolled in college, the year they participate.

National Club Camp—must be at least 18 years of age and must have been a 4-H club member for at least five years.

4-H Member Awards

Achievement Certificates

4-H membership pins are awarded by County Extension Office to each member of a club upon receipt of club program of work for the year and three meeting reports.

Each member receives an achievement certificate upon completion of the project work.

County Projects and Activity Medals

Medals or pins are available to the top ranking boy or girl in the following projects and activities. Winners are selected in the county, based on the members individual club report. The medals include: Beef, swine, sheep, poultry, crops, meat animal, garden, colt, conservation, home beautification, achievement, leadership, dairy achievement, safety, range management, farm and home electric, tractor maintenance and handicraft.

The 4-H Club Meeting

Start Promptly ... Proceed According to Plan ... Close on Time

Each club is required to hold at least six meetings a year, but the club will be stronger and more interesting if one is held each month. The meetings are held in the homes or a club house if one is available.

A good meeting is well planned. It starts promptly. The business is disposed of quickly and according to parliamentary procedures. The program is short and those on the program are well prepared. A discussion in which all members participate and a demonstration by one or more members truly mark it as a 4-H club meeting.

Clubs should have a definite starting and closing time for their meetings. Fifteen to thirty minutes should be ample time for the business meeting. The balance of the program, including discussion and demonstration, should be completed within an hour. Thus, if meeting starts at 8 p.m., there would still be time for refreshments or recreation before 10 p.m.

The following order of procedure is used by many clubs:

1. **For the First Arrivers**—The host should have games planned to begin with first members arriving and expanded as others come.

2. **Call to Order** by the club president. Every member should become quiet and help the presiding officer make the meeting a good one. Follow correct parliamentary procedure throughout the meeting.

3. **Pledge to the Flag**—Sing "America"—Following the call to order it is suggested that the club meeting open with every member joining in pledging allegiance to the American flag, followed by every one

singing the first verse of "America." (If the club does not have a flag, plan to purchase a small flag and staff as property of the club.) One member, usually the secretary, should be appointed "flag bearer" to see that the flag is present at every meeting.

Directions: Place the flag to the right of the president's station. Everyone rise, face the flag, and stand at attention with left hand to side, right hand over heart. The president starts the pledge, which is said in unison.

4. **Let's All Sing.**

5. **Roll Call**—(Roll call topics are usually used. Example: Safe driving hints.)

6. **Read Minutes** of previous meeting and **Approve Same.**

7. **Read Treasurer's Report** and **Approve Same.**

8. **Report of Committees and Delegates**—Have report of any committee on plans for immediate future.

9. **Unfinished and New Business**—Discuss and take necessary action on unfinished or new business.

10. **Appoint Committees**—Appoint any needed committees.

11. **Make Plans for Next Meeting**—See that each member knows what part he will play in the program at next meeting.

12. **4-H Pledge**—To provide a real challenge to every club member for greater achievement, repeat the 4-H Pledge in unison just prior to adjournment.

13. **Adjournment**—After motion to adjourn has been seconded and carried, the club president, before adjourning the business meeting, should say, "We will stand

and give the 4-H Pledge together."

After the pledge is given, he should announce, "The business meeting is adjourned and I will now turn the meeting over to the program chairman."

Program

The business meeting should be adjourned before starting the informal program which will include:

Demonstrations—by club member or team.

Discussion Topics—"Selecting My Project" and "Health Requirements for Livestock" are sample topics.

Refreshments—Members like to eat and refreshments are an important part of the meeting.

Recreation—Every meeting should have planned recreation.

Reporting the Club's Meetings

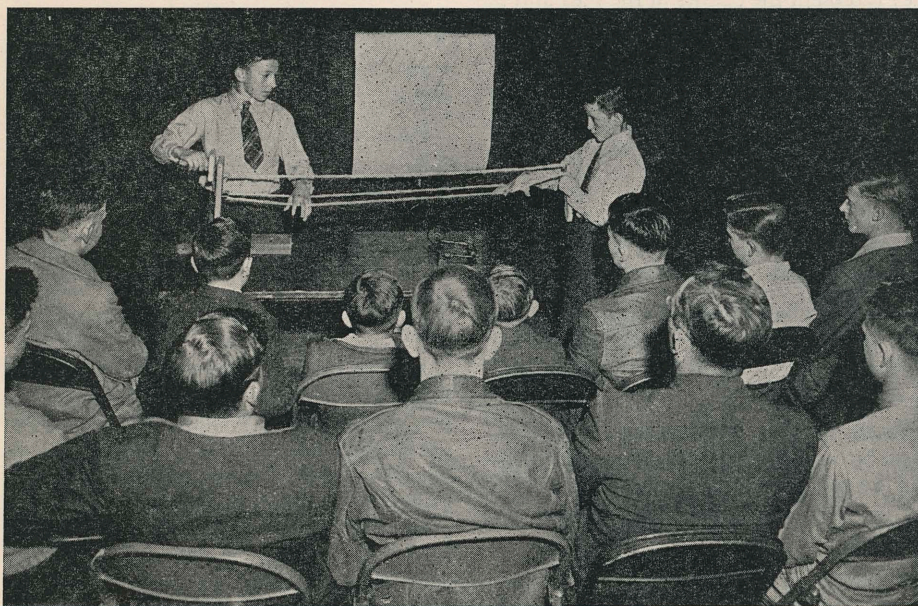
This report is kept by the secretary of the club. The original report is sent to the County Extension Office after each meeting. The duplicate copy is retained in the secretary's book for club reference. The leader should show the new secretary how to fill out the blanks and see that a copy is sent to the County Extension Office.

Score Card For A Good Club Meeting

Points

1. Meeting to begin at scheduled time with all present (10)
2. Special opening used—pledge, flag salute, club song (10)
3. Business meeting, short and conducted according to parliamentary procedure (Roll call, secretary's minutes, old and new business, report on club records, announce next meeting and activities) (40)
4. All phases of educational programs well done: Project demonstration and talks (two or more) (15)
 Judging work included (5)
 Health talks or demonstration (5)
 Record books up-to-date (5)
 Music, courtesy or grooming (5)
 Group discussion used (5)
5. Every officer and member assume responsibility for a good meeting (10)
6. Short recreation period included (10)
7. Courtesy, good grooming and cheerfulness evident in all (10)

TOTAL 100



The demonstration serves as a good feature for your meeting.

Rules of Order

All parliamentary rules are built upon these four principles:

Justice and Courtesy to All
One Thing at a Time
The Rule of the Majority
The Rights of the Minority

The President stands when he calls the meeting to order.

Members rise and address the presiding officer as "Mr. Chairman" or "Madam Chairman" when they wish to offer motions or express points of view.

Chairman recognizes member by saying his or her first name if meeting is small and informal.

After "addressing the chair" and being "recognized" a member makes his statement or introduces a motion by stating "I move that"

Motions are seconded before they are "open for discussion."

It is not necessary, in ordinary group meetings, for the one who seconds a motion to go through the formality of rising, addressing the chair and being recognized. Neither is it necessary for the secretary to record the name of the seconder. If there is no second, the chairman says "motion lost for want of a second," and the motion is dropped.

Common procedure for a motion is (a) present and second, (b) discuss and consider any amendments or modifications that may be proposed, (c) vote on amendments if any are offered, (d) vote on motion (or motion as amended).

Nominations do not need to be seconded.

Nominating committees are useful to present well qualified nominees. However, nominating committee report does not close the door to other nominations from the floor.

Officers of a group should know where to turn for references telling how to handle different types of motions and deal with special problems.

The Club Charter

Every club should have a charter. Application for the charter is found in the secretary's book. If your club does not have a charter, fill out application and send it to your County Extension Office.

Health Achievement Certificate

This is a certificate awarded to each member who has been checked by a doctor, dentist or registered nurse during the year, and sends in health report "My Health Record" sheet.

Activity Phases for the Club Meeting

The club meeting program can be varied and made interesting and vital by including some of the activity phases in addition to the regular project talks and demonstrations. These activities are not required but may be added according to the interests and abilities of club group. Some major activities are:

Music

"Sing Joyously"—Let club members sing for the joy of singing and for the spirit music produces. By following the music achievement program, they become acquainted with new songs and their origin. Look for the song of the month in the 4-H Club Doings. Four-H club songs reflect in spirit and thought the ideals of 4-H club work and general enthusiasm for better clubs.

Each club should learn some or all of the following national club songs:

Dreaming	Song of the Open Country
Plowing	Song of Health
Field Song	Greeting Song
Friendship Song	4-H Pledge and Pride O' the Land

Recreation

"Play for Fun"—Every 4-H club should plan for good recreational activity during the year. A short recreation period should be included in each meeting. Other activities might include: Hikes, parties, craft work, short stunts or plays.

Assign a member to plan each meeting's recreation. This is leadership development for the member in charge and pleasure for the rest.

Courtesy

"Live Graciously"—Courtesy in our conduct helps us to make friends and become a desirable part of our home, club and community. A high standard of conduct should be held in all club meetings. Poor conduct is often really discourteous. Demonstra-

tions, talks and activities:

How to make introductions
Table manners
Using the telephone
Conduct on the street
Being a host
Manners at the club meeting

Demonstrations

Demonstrations are "learning by doing" and are one of the most important parts of the club program. No attempt will be made in this handbook to go into detail about demonstrations other than to recommend that each leader should request from the County Extension Agent, the following reference material:

Demonstrations Through the Year
"How and Why of 4-H Club Demonstrations," Ext. Circ. 417

Points in Demonstrations

Introduction—interesting, short but complete

Topic—important, well adapted, proper scope

Dress—appropriate, good posture
Voice—natural, distinct, words well chosen

Poise—calm, cheerful, confident
Materials—well prepared and placed

Charts—pictures, models effectively used
Presentation—natural, well organized

Originality shown
Subject matter—important, accurate

Time of demonstration—effectively used
Workmanship—skillful and neat

Plain View to Audience—of important steps

Actual Experiences—shown
Audience Interest held, desire to create, try at home

Finished product featured
Length of Demonstration suitable

Summary—stress important principles
Answers to Questions—satisfactory

Closing Definite—table left neat and orderly



4-H members learn to identify grasses and weeds.

Health Improvement

"A Strong Mind in a Healthy Body"—Today, the health of each American has become of first importance. A 4-H club health program can give the members the needed incentive to do the things that will develop strong bodies. This program should provide for:

1. An annual health checkup by a doctor, dentist, or nurse.
2. Checking and improving food habits.
3. Checking and improving health habits.
4. Talks and demonstrations to give needed information for health improvement.

Each member making a health report showing worthy health improvement will receive a special certificate of health achievement. Health check sheets and reports are a part of each member's record book.

Grooming

"Look Your Best"—Good grooming gives one a neat appearance which is important in living and working with others. This activity is best carried out through club meetings, talks, and demonstrations. A few suggestions are:

- | | |
|---------------|----------------------------------|
| Care of nails | Daily habits for good grooming |
| Brushing hair | Importance of being well groomed |
| Pressing | Taking care of shoes |

Farm and Home Electric

"Let Electricity Do It"—This activity is designed to encourage club members to study and plan how to use electricity, to increase food production and to relieve the shortage of farm labor for better farming and better living. Either boys or girls may participate. It is not necessary to have electricity on your farm or in your home in order to take part in the activity.

Conservation and Home Beautification

"Conserve Natural Resources"—To make our out-of-doors more beautiful is the keynote of the conservation program. Members may beautify their own surroundings and learn to appreciate and conserve Nature's beauties.

Demonstrations, talks and activities:

- Learning to identify birds
- Planting a tree
- Collecting plants, leaves or insects
- Caring for trees
- Talks, demonstrations and pictures by game wardens

Conservation scrapbook awards, home beautification awards, and scholarships to the State Conservation Camp are recognitions given to club members achieving and reporting good results in conservation work.

Safety

"Avoid Accidents"—Safety in the home, on the farm and on the highway are the important phases to be stressed by demonstrations, talks, and discussions. Here are a few suggestions:

- | | |
|--------------------------------|---------------------|
| Safe driving practices | First aid practices |
| Avoiding accidents in the home | Fire hazards |
| Farm safety | Highway safety |

Community Service

"Do Unto Others"—Club members can work together to strengthen community activities, to be thoughtful of others and promote neighborliness. To help build the peace, 4-H club members will need to stress community betterment. This will mean co-

operating with the schools, churches, hospitals, public agencies, farm organization and other youth groups.

Clubs develop the spirit of community service and accomplish more real good if they select some definite things to do together.

Here are a few ideas:

- Hold a Rural Life Sunday program
- Remember friends away from home
- Conduct magazine exchanges
- Provide scrapbooks for children's wards in hospitals

Christmas caroling

Stencil names on mail boxes in the community

Have clean-up days for school grounds, parks, cemetery, and community halls

Conduct a roadside beautification campaign

Visit ill or elderly people—send birthday and holiday cards

Serve as ushers for community meetings

Take care of little children for parents attending Extension or other meetings

Rodent control on a community basis

Home beautification on a community basis

Weed control on a community basis

Hog lot sanitation on a community basis

Milk testing on a community basis

Make seed treater for community use

Sheep dipping and worming on a community basis

Planting farmstead windbreaks on a community basis

Some of the above may apply to your community and you may have other ideas.

4-H Judging



Judging work is one of the important activities in the 4-H club program. In fact, in order to achieve the highest attainments in project work, club members should be capable judges in things relating to their project. This work can be carried on throughout the year at club meetings, tours, picnics and special judging events.

The Value of Judging Work

The value of judging to individual club members may be summarized as follows:

1. Develops ability to see details.
2. Familiarizes member with parts of animals or crops being judged.
3. Develops ability to distinguish desirable and undesirable traits.
4. Members develop the ability to think for themselves.
5. Develops self-reliance.
6. Trains members to choose wisely when they buy or sell.

The statement, "Strength comes with ex-

ercise, skill from practice, and power from responsibility," applies to all phases of the club program, and especially to that of judging.

Local and County Judging Schools

In selecting classes for judging, never choose classes too uniform; instead, have an outstanding top, a close middle pair and an easy bottom or a class having an easy pair for the top two places and an easy pair for the bottom. If then, for example, a contestant in placing the first class mentioned, has the top and bottom individuals in the proper place, but switches the middle pair, he has made no serious mistake. If, however, he puts the third place first, he is not seeing the proper qualities and should receive a heavy cut in his grade.

A competent judge or committee of judges should select the classes and give the reasons for placings. Every community has some prominent breeders who can qualify for this.

Regardless of the club project in which a member is interested, he should practice judging beef and dairy cattle, market steers, sheep, swine, grain and meats. Members should practice judging at every opportunity and participate in local, county, district and state schools.

Standard Judging Classes

Practice sessions in any of the following judging divisions may be arranged by the leader, a committee or through the county agent. If a county agent is not available to place the classes, the parents or other interested parties may place them as a committee.

Placing Cards for the members may be obtained from your county agent or from the State Club Office in Brookings.

Livestock Judging—A livestock team consists of three members. A standard class of livestock is made up of four animals and should be numbered 1, 2, 3, and 4. Beef cattle, swine and sheep are considered in this division. The classes may be either fat or breeding animals of any size, age or sex for practice judging sessions. State Fair classes consist of a breeding and fat class of each of the following: beef cattle, swine and sheep. Two sets of oral reasons are given at the State Contest; and 15 minutes are allowed for placing the classes and two minutes to give the reasons, on the classes designated. (A guide for livestock judging is available from your County Extension office.)

Dairy Judging—A dairy team consists of three members. Dairy classes consist of four animals each and are set up the same as for livestock except half of the reasons are written. Ten minutes are allowed for placing the reason classes and an additional eight minutes for writing the reasons or taking notes for oral reasons. Classes at the state contest may be made up of heifers and

aged cows of the standard dairy breeds—Ayrshire, Brown Swiss, Guernsey, Holstein and Jersey. (A guide for dairy judging is available from your County Extension office.)

Poultry Judging—A standard poultry team consists of three members. The standard breeds of chickens will be judged according to American Standard of Perfection and their commercial values. Non-standard breeds, such as Austra-White and Hampshire crossed with Leghorns will be judged entirely on their commercial values.

The standard judging contests consists of eight classes. The classes judged are as follows: two classes of hens according to egg production, including a class each of White Leghorns and White Plymouth Rocks. One class of breeders consisting of 10 birds to be selected as breeders. One class of live market birds. Two classes of dressed birds, including a class each of dressed fowl and dressed roasters. Two classes of eggs, one judged on exterior quality and one judged on interior quality. In case there are not enough desirable birds in any breed to make a class, other breeds will be substituted.

Unless otherwise designated, a class of birds shall consist of four birds, dressed or live. A class of eggs shall consist of four entries of one dozen eggs per entry.

In each of the classes, fifteen minutes shall be allowed members for making their decisions, recording same and taking notes. Fifteen minutes will be allowed for writing reasons on the two classes designated and two minutes for giving oral reasons on the one class designated. (A guide for poultry judging is available from your County Extension office.)

Crops Judging—A standard crops team consists of three members. Classes at the State Fair shall be as follows: ear corn, shelled corn, wheat, grain sorghum, oats, malting barley, potatoes, and alfalfa or prairie hay.

Fifteen minutes are allowed for making placings and two minutes for giving oral reasons. Oral reasons will be given on three or more classes. The person in charge will designate these classes at the start of the contest.

As a guide in judging of the various classes the following score cards will be used:

Score Card for 10 ear corn class

Quality and Maturity	30
Kernel (Shape, quality, germination and uniformity)	20
Disease free	15
Shape and size of ears	10
Color of grain and cob	10
Uniformity and general appearance	10
Tip and butts	5

Shelled Market Corn Score Card

Quality and Maturity	50
Freedom of foreign material and cracked kernels	25
Size and shape of kernels	10
Color	10
Uniformity	5

Score card for Small Grains

Purity	35
Seed condition; disease, weathered, damage, germination	20
Test weight	15
Color	10
Size and uniformity	10
Texture	10

Score card for Potatoes

Freedom from disease	25
Trueness of type	25
Uniformity and general appearance	15
Freedom from blemish	15
Size of tubers	10
Quality of flesh	10

Score Card for Hay

Leafiness	35
Freedom from weeds	25
Color	25
Freedom from mixture	15

Score card for Sorghum

Purity (weed seeds, varietal mixture, other crop, inert material)	40
Seed condition (maturity, damage and cracked kernels, small shriveled kernels, disease, test weight)	40
Color	15
Uniformity	5

For a detailed explanation of the score cards, refer to South Dakota Extension mimeographed circular 352, entitled "4-H Club Crop Judging."

Additional help on crops judging may be obtained from your county agent or grain dealers in your community.

Meat Identification and Judging

All 4-H members in South Dakota may take part in meat identification and judging regardless of project. All boys and girls interested in consumer buying of meats are encouraged to participate. Since meat is an important food in the family diet, it is necessary that boys and girls learn to identify the various cuts of meat and become competent judges of quality meat.

The meat identification and judging team differs from other teams in that only two members constitute a team.

The contest consists of identification of:
Eight retail cuts of pork
Eight retail cuts of beef and veal
Eight retail cuts of lamb

In addition, four carcasses of beef are placed on quality and oral reasons required. (A guide for meat identification and judging is available from your county Extension office.)

Annual Report of a Local 4-H Club

U. S. Department of Agriculture
and South Dakota State College
Extension Service, Cooperating

Boys' and Girls' 4-H Club Work

The annual report is a brief summary of the activities of a club during the entire year. The information is obtained from the secretary's book and the club members' record books. The following will help to make all reports uniform.

Years Organized—refers to number of years the club has been active in the community although leaders and members change.

Attendance—is obtained by adding the attendance of all club meetings.

Demonstration—individual or team—need not have entered a contest but must have demonstrated in public.

Judging Teams—report only persons that have participated in a county or district judging event.

Project Report—record extra work done this year in other projects in which members have previously been enrolled.

Recognition and Achievement for Leaders and Clubs

Gold Seal

Awarded clubs that meet the following requirements:

At least 75 percent of members complete their projects

At least six meetings held by club

A local program of exhibit each year to which the public is invited

A demonstration (team or individual) or judging work. (Members to take part in public meeting or event, outside of local club meeting.)

Leadership Certificates

A local leader will get a leadership certificate when his club earns a gold seal. Each assistant leader can get a leadership certificate upon the recommendation of the Extension Agent.

Leadership Pins

Silver leadership pin awarded for five years leadership

Gold leadership pin awarded for ten years leadership

Award of Pearl Clover for fifteen years leadership

Award of Diamond Clover for twenty years leadership

Award of Emerald Clover for twenty-five years leadership

Available Publications

Most of the publications listed here can be obtained from your County Agent or Home Extension Agent. Also USDA Bulletins can be obtained from your County

Annual Report of Local 4-H Club

County.....	Charles Mix	Name of Club.....	Jolly Juniors
Project(s).....	beef, swine, sheep, and garden	Years Organized.....	3
Does club have charter.....	Yes	Serial No.	4266
Number of members in club.....		Number Gold Seals.....	2
Number completing.....		Boys.....	9
		Girls.....	6
		Total.....	15
Number attending County 4-H Rally Day.....	10	Boys.....	7
		Girls.....	5
		Total.....	12
Number exhibiting.....		Local.....	
		County.....	13
		State.....	5
Meetings.....	10	Attendance.....	114
		Visitors.....	61
		Date first meeting.....	November 14, 1950
Number demonstrations.....		Teams.....	
		Individuals.....	5
Members participating in judging work.....			6

PROJECT REPORT

AGRICULTURAL: (Fill in name of project[s]).....	beef	swine	sheep	garden
Number Units (head of stock, birds, acres, etc.).....	6	6	23	5
Production (pounds or bushels produced).....	3725	1340	1875	300 bu.

FOOD PRESERVATION: (by..... boys and..... girls)

Quarts canned.....	
Pounds of fruits and vegetables dried, stored or frozen.....	

HOME ECONOMICS:

Clothing—Garments made.....	
Garments remodeled.....	
Meal Planning—Meals planned.....	
Meals served.....	
Home Life—Room units made.....	
Other articles made.....	

ACTIVITIES: (List outstanding things the club has done on such activities as music, recreation, health, grooming, courtesy, conservation, home beautification, rural electrification, tractor maintenance and community service)

Attended all county recreation parties and activities; 4-H member attended tractor maintenance school at State College; practiced home beautification work.

September 25, 1951
Date

Paul Hanson
Local 4-H Club Leader

Platte, South Dakota
Address

(Over)

Agent. If you don't see what you want, ask your county Extension Agent. He has supplies or can get many others for you.

Regrassing Areas in South Dakota. B361 1942

Alfalfa in South Dakota. B383 1946

Grasses and Legumes for South Dakota. C81 1950

Nitrogen Distribution in the Corn Plant. T7 1948

Guide for 4-H Officers

Parents Part in 4-H Club Work

Organization of 4-H Club Work

Church and 4-H Club

Improving 4-H Clubs

Guide Posts for Local 4-H Leaders

4-H Club Insect Manual, M.P. 318 USDA Bulletin

S. D. Recreation Handbook

Games for Home, Club and Community

Harmony Around the World

Health and Safety Bulletin

Conservation and Home Beautification

You Bulletin (Courtesy and Grooming)

Sharing 4-H With Your Community

Soil, Soil Management and Conservation

How and Why of 4-H Demonstrations

REA Bulletin

Safety Guide for the Farm and Home

Meat Identification and Judging Bulletin

Livestock Judging Bulletin

Grass and Other Range Plants, EMC 374

Range Livestock Management, MC 375